

Voluntary Applicant File (VAF)

The Human Resources Division, Staffing Branch, is responsible for maintaining VAF applications for noncompetitive eligibles. Voluntary applications are maintained for a period of 1 year from the date of receipt.

Eligibility Requirements

You are eligible for employment through the Voluntary Applicant File (VAF) if you:

- Are currently occupying or have previously held the grade permanently in the federal competitive service.
- Meet the requirements for the Veterans Recruitment Appointment (VRA): The VRA is a special authority by which agencies can appoint eligible veterans without competition to positions at any grade level through GS-11 or equivalent. VRA appointees are hired under excepted service appointments to positions that are otherwise in the competitive service. If you are claiming VRA eligibility, you must submit a DD214 with your application. Information for Veterans: <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- Meet the requirements for the Service-connected disabilities of 30% or more Appointment: Veterans with a service-connected disability rating of 30% or more are eligible for non-competitive appointment at any grade level for which the applicant qualifies. If you are claiming a service connected disability, you must submit a DD-214, SF-15 and supporting documents (e.g., official statement from the Department of Veterans' Affairs) with your application. Information for Veterans: <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- Meet the requirements for the American's with Disabilities Act (ADA): Applicants with disabilities may be considered under special hiring procedures at any grade level for which the applicant qualifies for and must submit an appropriate certificate of eligibility issued by the State Vocational Rehabilitation Agency or the Department of Veterans' Affairs when applying for positions. The Federal Law Enforcement Training Center fully supports employment of individuals with disabilities and provides reasonable accommodations. If you need a reasonable accommodation for any part of the application and hiring process, please contact Michael Hopkins, ADA Program Coordinator, Human Resources Division at 912-267-2514 or michael.hopkins@dhs.gov. The decision for granting reasonable accommodations will be made on a case-by-case basis.

How to Apply for the Voluntary Applicant File (VAF):

All individuals submitting voluntary applications are responsible for:

- Submitting an application, Optional Form 612 (Optional Application for Federal Employment) or resume with required information. The Optional Form 612 may be obtained from http://www.opm.gov/forms/pdf_fill/of612.pdf.
- Submitting a signed and dated OF-306 (Declaration of Federal Employment). This form may be obtained from http://www.opm.gov/forms/pdf_fill/of0306.pdf.
- Identifying the job series and grade level for which they wish to be considered.
- Ensuring that sufficient information is included with the application concerning work experience, knowledge, skills, abilities, and other characteristics pertinent to the positions of interest.
- Submitting appropriate supplemental documentation verifying noncompetitive eligibility (SF-50, Notification of Personnel Action; DD Form 214, Certificate of Release or Discharge from Active Duty; Official Notice from the Veterans Administration designating a specific disability awarded, etc.)
- Ensuring application reflects interest in employment through the VAF.
- Identifying preference in employment location (Glynco, Georgia, Charleston, South Carolina, Cheltenham, Maryland, Artesia, New Mexico or Washington, DC)

WHAT DO I NEED TO INCLUDE IN MY RESUME OR APPLICATION?

PERSONAL INFORMATION: Full name; mailing address with zip code; day and evening phone numbers with area code; e-mail address (optional); Social Security Number; country of citizenship (most Federal jobs require United States citizenship); and Veterans' preference (if applicable – as indicated below)

--If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. For further details, visit the OPM website at <http://www.usajobs.opm.gov/ei3.asp>.

--To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

--To claim 10-point veterans' preference, attach SF-15, Application for 10-point veterans' preference, plus the proof required by that form.

--Highest Federal civilian grade held (also give job series and dates held).

EDUCATION

--High school

Name, City, and State (zip code if known) and date of diploma or GED

--Colleges and Universities

Name, City, and State (Zip code if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester quarter hours). **Note:** The Office of Personnel Management (OPM) only accepts attendance and/or degrees from schools accredited by accrediting institutions that are recognized by

the U.S. Department of Education. Additional information may be obtained at OPM and U.S. Department of Education websites: www.opm.gov/qualifications and <http://www.ed.gov/admins/finaid/accred/index.html>.

WORK EXPERIENCE

--Give the following information for your paid and non-paid work experience related to the job for which you are applying. (Do not send job descriptions).

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

--Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

--Job-related training courses (title and year)

--Job-related skills, for example, other languages, computer software/hardware, tools, machinery, and certified typing speed

--Job-related certificates and licenses (current only)

--Job-related honors, awards, and special accomplishments

WHERE DO I SEND MY APPLICATION?

SUBMIT APPLICATION MATERIALS TO:

**FEDERAL LAW ENFORCEMENT TRAINING CENTER
1131 CHAPEL CROSSING ROAD
GLYNCO, GA 31524
ATTENTION: Voluntary Applicant File
BUILDING#: 46/HRD**

Note: Applications sent in U.S. Government postage-paid envelopes, facsimile (FAX), electronic mail (e-mail) or submitted through Federal Agency special courier services will not be considered.